

STAR

SUPPORT TRAINING ACTIVITIES ON THE DATA PROTECTION REFORM
project-star.eu

Minutes from the kick-off meeting

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István Böröcz

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TECHNOLOGY &
SOCIETY STUDIES
VRIJE UNIVERSITEIT BRUSSEL

**TRILATERAL
RESEARCH**



A report prepared for the European Commission's Directorate-General for Justice and Consumers (DG JUST).

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1 Background to the STAR project

The STAR project (*Support Training Activities on the data protection Reform*) will provide support to the training activities of European Union (EU) Data Protection Authorities (DPAs) and data protection officers (DPOs) on the EU data protection reform, especially the General Data Protection Regulation (GDPR). The GDPR requires these two categories of data protection actors to undertake training activities (Arts 57(1) and 39(1)(b)). Each DPA developing such materials in isolation increases the overall cost, risks undermining the harmonising effect of the GDPR and puts greater pressure on its consistency mechanisms. STAR will thus provide them with necessary and efficient training materials and resources. In particular, STAR will:

- 1) formulate the training topics in close cooperation with stakeholders,
- 2) author the actual training materials,
- 3) validate and test them in pilot trainings.

This output will be freely and publicly available in a digital form. STAR is directly addressed to EU DPAs and DPOs; it also offers a benefit to other privacy professionals in the EU and beyond.

STAR supports the legal obligations of DPAs and DPOs to undertake training activities and, in order to facilitate their work, will provide them with ready-made, easy-to-customise and easy-to-run training materials, easily adaptable to specific training situations. STAR will also provide to the European Data Protection Board (EDPB) the common training programmes (Art 70 GDPR). The main outputs are thus the training materials and resources themselves. While their exact format and nature will be refined in cooperation with stakeholders, the following will at least be included:

- 1) Training scenarios for each training category,
- 2) A Seminars' Topics List, based on the training scenarios,
- 3) Seminar Material for each one of the seminars,
- 4) Webinars (selected from the Seminars' Topics List),
- 5) A training Handbook,
- 6) A takeaway reference GDPR checklist,
- 7) A ten-point GDPR introductory list.

2 Minutes from the STAR Kick-off meeting (KOM)

2.1 Data and place

Date:

Friday, 17 November 2017, from 13:00 till 17:30

Place:

Nemzeti Adatvédelmi és Információszabadság Hatóság,
Szilágyi Erzsébet fasor 22/C.
H-1125 Budapest
Hungary

2.2 Participants

- 1) **Vagelis Papakonstantinou**, Vrije Universiteit Brussel (VUB) – Research Group on Law, Science, Technology & Society (LSTS)
- 2) **Dariusz Kloza**, Vrije Universiteit Brussel (VUB) – Research Group on Law, Science, Technology & Society (LSTS)
- 3) **István Böröcz**, Vrije Universiteit Brussel (VUB) – Research Group on Law, Science, Technology & Society (LSTS)

- 4) **David Wright**, Trilateral Research Limited (TRI)
- 5) **Júlia Sziklay**, Nemzeti Adatvédelmi és Információszabadság Hatóság (NAIH)
- 6) **Dániel Eszteri**, Nemzeti Adatvédelmi és Információszabadság Hatóság (NAIH)
- 7) **Gábor Kulitsán**, Nemzeti Adatvédelmi és Információszabadság Hatóság (NAIH)
- 8) **Péter Bazsa**, Nemzeti Adatvédelmi és Információszabadság Hatóság (NAIH)

2.3 Minutes of the meeting

▪ **Agenda item 1 - Opening remarks and the adoption of the agenda**

The meeting was chaired by István Böröcz (VUB-LSTS). After preliminary remarks and the introduction of the participants, he invited participants to provide comments on the agenda, if any. No issue was raised, so the agenda was adopted.

▪ **Agenda item 2 - Discussion on the conduct of the STAR project (2017-2019)**

Dariusz Kloza explained the expectations of the European Commission, including financial rules, the type and characteristics of the funding scheme and the role of the grant agreement and consortium agreement.

The partners discussed the main elements of the project, the roles and responsibilities of each partner and the importance of joint work.

▪ **Agenda item 3 - Overview of the aims, structure and timeline of the project**

The main aims of the STAR project can be summarised as follows:

- 1) formulate the training topics;
- 2) author the actual training materials;
- 3) validate and test them in pilot trainings.

István explained to the partners the structure of the tasks and work packages (WPs) with a special attention to the responsibilities of the task leaders.

▪ **Agenda item 4 - Discussion on the project management and budget**

István underlined the importance of the Participant Portal and the role of the Project Coordinator and the Project Officer (PO) in the project, especially in the submission of deliverables, the importance of deadlines thereof and the ways of contacting the European Commission, should it be necessary. He also noted that there will be one interim report at M13 and one final report at the end of the project. Upon Péter Bazsa's request, the partners discussed in details the content of the interim and final report and the responsibilities of the financial departments of each partner thereof.

Darek informed the partners that 80% of the total budget has been already paid by the EU and arrived to VUB as expected, and elaborated on some elements of the Consortium Agreement. According to the document, the coordinator will re-distribute the initial payment in quarterly instalments. After a short discussion, partners agreed on the process. Péter asked István about the details and effects of these payments on the internal budget of NAIH and the terms of utilisation of NAIH's share. István explained the basic schemes and possible ways of the utilisation of share and accounting, furthermore he suggested to Péter to contact the European Liaison Office at VUB for further information.

▪ **Agenda item 5 - Clarifications as to the activities to be undertaken and platforms to be used for communication**

István explained to the participants that a mailing list has been created at star@listserv.vub.ac.be. The administrator of the list is István. The communication is archived on a weekly basis and the list is maintained by VUB. After that, the partners had a discussion about the online repository.

István suggested Dropbox, but the idea was dropped due to security concerns. Darek suggested OwnCloud as a possible option. As VUB is using it, István offered that he will contact the responsible persons to create a repository for the project on VUB's local servers. The partners accepted the solution.

Júlia suggested to create an .xls document to have a list of the names, private and public phone numbers and email addresses of the project partners to prevent potential difficulties in reaching each other via multiple platforms. The partners agreed, on a condition these data would be circulated only internally.

The partners agreed on having teleconferences on a monthly basis in order to update each other about the progress of work, discuss the next steps and solve potential issues, if any. István suggested Skype as a platform but Júlia raised security concerns. David suggested GoToMeeting as a secure communication system and offered to organise these teleconferences as Trilateral has subscription thereto. The partners accepted the solution. The first teleconference is scheduled on 18 December 15:00 CET and its goal is to discuss the activities conducted in the first month of the project, namely the press release, information about the project to DPAs, DPOs, international organisations and other stakeholders. Furthermore, the status of the questionnaires, the website and the activities on social networks will be discussed too.

▪ **Agenda item 6 – Discussion on the organisation and participation in the events related to the project**

Júlia, Darek and David discussed that certain activities, beyond the core ones, that will take place in the framework of STAR, namely:

- 3 coordination meetings,
- Third-party events (including STAR panels at CPDP and ICDPPC conferences),
- Wrap-up meeting in Brussels.

Vagelis Papakonstantinou noted that two International Conferences of Data Protection and Privacy Commissioners (ICDPPC) will be held throughout the lifetime of STAR project. The first meeting will take place in Brussels, Belgium in October 2018. The second will be held in Tirana, Albania in October 2019 (unconfirmed yet). Furthermore, the 11th CPDP conference will be held in January 2018 (confirmed) and in January 2019 (unconfirmed) – both in Brussels, Belgium.

The partners discussed which events to attend and when, and came to the conclusion that before month 12 of the project (October 2018), there is no justification for dissemination activities due to the early stage of the project, thus the lack of materials and experience. Therefore, the first event where STAR results could be shared is the ICDPPC conference in October 2018 and the CPDP a few months later in January 2019. Partners agreed to prepare for and request their organisers to be represented on the proposed events.

Júlia mentioned that every year in December there is a 'DPO day' organised by NAIH and it would be also a good opportunity to involve DPAs. Everyone greeted the idea as a potential opportunity to run a pilot in Budapest.

▪ **Agenda item 7 - Discussion on the dissemination strategy**

7.1 Logo

István asked the partners about the design of the logo. David said they have a graphics designer on staff and would be willing to assist. He said the logo will be ready in early December. He also said the first iteration of logos will be circulated the week after the kick-off meeting. The partners agreed on a deadline for that matter, which is 31 December 2017.

7.2 Website and social media

István informed the others about the difficulties of finding a domain name as the word 'star' is rather commonly used and as the titles of projects (e.g. star-project.eu) and some similar variations are already taken. During the discussion, David conducted a brief research and informed the others about the availability of the project-star.eu domain. After agreeing on the

domain name, Júlia raised some unclear aspects regarding the design and maintenance of the website: NAIH is the lead beneficiary of D5.1 STAR on-line communication tools (website, social media accounts) while the leader of the whole WP is Trilateral. The partners came to the temporary solution that the issues regarding responsibility will be taken care of during the following week. Nevertheless, the aim is to create and maintain the website along with the Twitter and LinkedIn accounts as soon as possible but not later than the end of 2017. The partners also discussed that NAIH will be responsible for issuing the proposed press release and Trilateral will prepare the first drafts. The partners agreed that no blog is foreseen regarding the project.

- **Agenda item 8 - Clarifications as to the role of each partner in each activity and to the activities to be undertaken**

8.1 Role of partners

Partners discussed the first steps to be taken in the forthcoming months, especially regarding WP2. They discussed which DPAs, DPOs and international organisations should be contacted first and who has direct contacts. Júlia suggested that in general the main target of the e-mails should be the head of the respective organisation with the intention to find the responsible person regarding the activity.

David said he will write the draft versions of the e-mails to be sent to DPAs, DPOs and international organisations by NAIH. Júlia expressed her gratitude and offered the channels and network of NAIH to reach and inform stakeholders. They will send out the emails to other DPAs and ask them to forward to DPOs and national/international DPO organisations. Júlia referred to NAIH's DPO conference again and suggested that it would be an excellent opportunity to interview them. Partners noted the event as a potential and highly relevant event for dissemination and information gathering.

The partners decided that the press release should be drafted as soon as possible and agreed on 30 November 2017 as the deadline.

After the e-mails are sent and the identification of stakeholders to be involved, the questionnaires should be developed. Two separate questionnaires will be written: one for DPAs and the other for DPOs. David promised that by 15 January 2018 the questionnaires will be ready – the partners also agreed on that deadline for the questionnaires. The partners will put together a list of DPAs and a list of DPOs (both associations and individuals) along with international umbrella organisations. The minimum goal is to have a representation of both DPAs and DPOs from at least 20 EU Member States (i.e. more or less 2/3 of the EU), find their main areas of interest and conduct 45-60-minute long interviews with them.

In order to make the questionnaires more accurate, Vagelis proposed to gather the names and titles of training courses and make a gap analysis to identify what issues of the GDPR are not covered based on the titles. VUB will be responsible to carry out this task. David Trilateral will carry out tasks T2.1, T2.2 and T2.3, VUB will take the lead in task T2.4 and continues the work in later phases.

8.2 Press articles and academic publications

The partners discussed that – at least – one trade press article and one academic publication should be written during the project. Vagelis said that VUB will be responsible for the academic journal. David said Trilateral would like to contribute to such an article. He also said that Trilateral will prepare a trade press article in the project's second year. The partners discussed some journals to be potentially targeted with the publication.

8.3 The External Advisory Board

Darek introduced discussions about the set-up of the project's External Advisory Board (EAB). He invited all partners to suggest advisory board members of the project. The initial idea, as per the description of work (DoW) was to get involved 5 persons, namely: 2 representatives of DPAs, 1 EC official and 2 academics.

The responsibilities of the EAB:

- Provide independent advice and feedback about ethical issues arising in the project, by monitoring specific activities or selected deliverables deemed to be 'ethically sensitive'.
- To alert the Consortium and the project coordinator about any issues that is seen as actual or potential.
- To attend and to contribute periodically to EAB meetings, which include at least two teleconference meetings per year.

Vagelis suggested representatives of the Cypriot and Belgian DPAs. Darek proposed the Brendan van Alsenoy from the Belgian DPA and Maria Michaelidou from the Cypriot DPA, as well as Zsolt György Balogh of the Corvinus University Budapest as an academic. István mentioned that Attila Kiss could represent the practitioner as he is the DPO of the Hungarian National Police Headquarters. Darek adds Anna Johnston, director of Salinger Privacy, a consultancy in Sydney, Australia, to the list of proposed members. David suggested two representatives of the Portuguese DPA: Clara Guerra and Isabel Cruz. Partners decided to contact the proposed board members as soon as possible with a view to have the EAB set up by mid-December.

8.4 Terminology and quality control

The partners decided that every deliverable should be sent to internal review to the other two partners to add another layer of quality control, i.e. in addition to the EAB. István suggested that track changes should be used every time to increase the visibility of comments and corrections. Vagelis added that VUB will create a deliverable template to be used throughout the project. For further unification of the outputs, David promised to send a description of the European citation system to the partners. He also asked partners to use British English. Everybody agreed. Darek proposed to develop a 'style-sheet' document for problematic words and standard terminology used in deliverables.

- **Agenda item – A.O.B.**

None.

The meeting finished at 17:30.

3 Outcomes of the kick-off meeting

During the Kick-off Meeting, the STAR Consortium reached the following agreements:

- 1) According to the Consortium Agreement, the coordinator will re-distribute the initial payment in quarterly installments.
- 2) OwnCloud will be used as the online repository for sharing documents internally, provided by VUB.
- 3) Teleconferences will be held on a monthly basis through GoToMeeting. The teleconferences will be organized by Trilateral.
- 4) An .xls document will be created to have a list of the names, private and public phone numbers and email addresses of the project partners to prevent potential difficulties in reaching each other via multiple platforms.
- 5) The first event where STAR results could be shared is the ICDPPC conference in October 2018 and the CPDP a few months later in January 2019.
- 6) Trilateral will prepare a logo for the project by 31 December 2017.
- 7) The project website along with the Twitter and LinkedIn accounts will be created as soon as possible but not later than the end of 2017.
- 8) NAIH is the responsible partner to issue a press release by the end of November. Trilateral will prepare the initial draft.
- 9) The questionnaires for DPAs and DPOs will be drafted by Trilateral before 15 January 2018.

- 10) VUB will gather the names and titles of training courses and make a gap analysis to identify what issues of the GDPR are not covered based on the titles.
- 11) Partners will contact the proposed External Advisory Board members as soon as possible with a view to have the EAB set up by mid-December.
- 12) Every deliverable will be sent to internal review to the other two partners to add another layer of quality control, i.e. besides the EAB.

4 Annexes

4.1 The agenda

13:00-14:30 Seminar on the Policy Brief No. 1/2017 (Data protection impact assessments in the European Union: complementing the new legal framework) **of the Brussels Laboratory for Data Protection & Privacy Impact Assessments (d.pia.lab)**




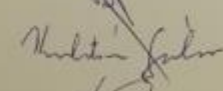

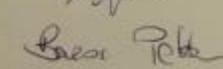
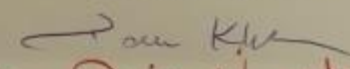
14:30-15:00 Coffee break

15:00-17:00 Kick-off meeting

1. **Opening remarks and the adoption of the agenda**
2. **Discussion on the conduct of the STAR project (2017-2019):**
 - Overview of the aims, structure and timeline of the project
 - Discussion on the project management and budget
 - Clarifications as to the activities to be undertaken:
 - the set-up of the Advisory Board
 - the capture of training requirements with DPAs and other stakeholders [2.1 & 2.2]
 - the identification of best practices [2.3]
 - the description of training materials [2.4]
 - drafting of training materials for DPAs and DPOs [3.1 & 3.2]
 - Discussion on the organization and participation in the events related to the project:
 - organization of two pilots for DPAs
 - organization of one pilot for DPOs
 - participation in third-party events, incl. STAR panels on CPDP and ICPDPC conferences
 - the wrap-up meeting (Brussels)
 - collaboration with the stakeholders outside the EU
 - Discussion on the dissemination strategy:
 - logo
 - online storage
 - project's website
 - project's social media accounts
 - press releases
 - peer-reviewed articles and other publications
 - Clarifications as to the role of each partner in each activity

- Contributions to deliverables
- 3. Discussion on the Commission's expectations and questions to the project officer**
- 4. Adoption of:**
- Rules for the internal review of work
 - Deliverable templates
 - Standard terminology used in deliverables
 - Standards of internal and external communication
 - periodic coordination meetings and/or monthly conference calls
 - Standards for "pooling" contacts and knowledge
 - Standard reference system
- 5. A.O.B.**

4.2 List of attendance

ATTENDANCE LIST		
"START" - KICK-OFF MEETING		
17 20 NOVEMBER, 2017, BUDAPEST		
DR. JULIA SZIKLAT	NAIH	
 ISTVAN BOROCZ	WUB	
GABOR KULITSAN	NAIH	
DANIEL ESZTERI	NAIH	
PETER BARSA	NAIH	
John Klein	VVD	
DAVID WRIGHT	TRILATERAL	David Wright
JAGELL PAPAKONSTANTINOV	JUB	